



## AGENDA FOR THE TOWN MEETING

May 9, 2016

7:00 p.m.

### PLEDGE TO THE FLAG

### CALL TO ORDER

**Red Indicates – Action Item**  
**Green Indicates – Ordinance Introduction**  
**Blue Indicates – Link to Additional Information**

### CONSENT AGENDA

- [Financial Statements](#)
- Flower Planting along Walking Trails – Cone Branch & Wiles Branch
- Town Meeting Minutes
  - [April 25, 2016 – Town Meeting](#)

### STAFF REPORTS:

[Staff Planner](#)

[Engineer's Report](#)

[Main Street Manager](#)

[Zoning Administrator](#)

### PERSONAL REQUESTS FOR AGENDA:

*Ms. Abby Bolcik, Middletown Middle School Student Government – Fund Raising for a Bench to be place along Wiles Branch Walking Trail*

### UNFINISHED BUSINESS:

- [Review of Cross Stone Commons Revised Connection Fee Agreement](#)
- Budget Workshop
  - [General Fund Operating & CIP](#)
  - [Water & Sewer Operating & CIP](#)

### REPORT OF COMMITTEES:

Water/Sewer	Commissioner Falcinelli
Public Works	Commissioner Bussard
Planning Commission Liaison	Commissioner Catania
Parks & Recreation	Commissioner Goodman
Finance	Commissioner Dietrick
Public Information Committee	Commissioner Falcinelli

**NEW BUSINESS:**

- **Request from Richland Golf Club for Summer Outdoor Music**
- **Community Service Time – Policy for Employees**
- Appointment to the Middletown Board of Appeals

**PUBLIC COMMENTS:**

**ANNOUNCEMENTS:**

**ADJOURNMENT**

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**TOWN OF MIDDLETOWN  
DAILY CASH BALANCE STATEMENT  
As Of May 4, 2016**

	<b>Cash Balance</b>
<b>GENERAL FUND</b>	
<b>Operating Accounts</b>	
Middletown Valley Bank	\$ (35)
BB & T Operating Gen Fund	735,660
Petty Cash	200
BB & T Payroll	99,378
	<b>\$ 835,203</b>
<b>CIP Accounts</b>	
BB & T Index	\$ 480,813
PNC Investment	105,827
MVB Money Market	100,171
	<b>\$ 686,811</b>
<b>TOTAL GF FUNDS AVAILABLE</b>	<b>\$ 1,522,014</b>
 <b>Reserved Accounts *</b>	
BB&T Rainy Day Fund	\$ 193,616
<b>TOTAL GENERAL FUND RESERVES *</b>	<b>\$ 193,616</b>
 <b>WATER &amp; SEWER FUND</b>	
<b>Operating Accounts</b>	
Middletown Valley Bank	\$ 4,629
BB & T Operating W/S Fund	(304,411)
M&T Credit Card Collections	2,734
	<b>\$ (297,048)</b>
<b>CIP Accounts</b>	
BB & T Index	\$ 238,781
<b>TOTAL W &amp; S FUNDS AVAILABLE</b>	<b>\$ 238,781</b>
 <b>Reserved Accounts *</b>	
MVB Bonds	\$ 5,120
BB&T Index - Sludge Removal	107,575
BB & T Index - I & I	187,500
MVB Money Market - I&I	252,049
<b>TOTAL WATER &amp; SEWER RESERVES *</b>	<b>\$ 552,244</b>
MVB Line of Credit	\$ (401,362)

*\* These funds have been reserved for specific purposes and are not available for use.*

Town of Middletown  
Statement of Revenue & Expenditures  
General Fund  
Fiscal Year 2016  
For the 10 Months Ended April 30, 2016

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<b>REVENUE</b>			
<b>LOCAL TAX</b>			
Real Property	\$ 1,139,955	\$ 1,123,423	\$ (16,532)
Tangible Personal Property	35,540	30,430	(5,110)
Public Utilities	10,356	9,400	(956)
Franchise (Cable)	48,062	35,868	(12,194)
Penalties & Interest	9,607	7,772	(1,835)
	<u>\$ 1,243,520</u>	<u>\$ 1,206,893</u>	<u>\$ (36,627)</u>
<b>STATE SHARED TAX</b>			
Admission & Amusement	\$ 16,500	\$ 9,381	\$ (7,119)
Highway Gasoline & Licenses	154,758	138,553	(16,205)
	<u>\$ 171,258</u>	<u>\$ 147,934</u>	<u>\$ (23,324)</u>
<b>COUNTY SHARED TAX</b>			
Income Taxes	\$ 721,465	\$ 562,270	\$ (159,195)
Tax Equity Grant	555,964	555,964	
	<u>\$ 1,277,429</u>	<u>\$ 1,118,234</u>	<u>\$ (159,195)</u>
<b>LICENSES AND PERMITS</b>			
Beer, Wine and Liquor	\$ 1,950		\$ (1,950)
Business / Traders	4,900	189	(4,711)
Planning / Zoning Fees	19,606	14,125	(5,481)
	<u>\$ 26,456</u>	<u>\$ 14,314</u>	<u>\$ (12,142)</u>
<b>PARKS AND RECREATION</b>			
Pavillion Fees	\$ 1,900	\$ 1,963	\$ 63
	<u>\$ 1,900</u>	<u>\$ 1,963</u>	<u>\$ 63</u>
<b>POLICE PROTECTION</b>			
State Grant	\$ 24,928	\$ 12,464	\$ (12,464)
	<u>\$ 24,928</u>	<u>\$ 12,464</u>	<u>\$ (12,464)</u>
<b>MISCELLANEOUS</b>			
Community Events			
Parking Citations			
Bank Shares Grant	2,500	1,491	(1,009)
Miscellaneous & Donations	5,000	2,279	(2,721)
	<u>\$ 7,500</u>	<u>\$ 3,770</u>	<u>\$ (3,730)</u>
<b>OPERATING REVENUES</b>	<b>\$ 2,752,991</b>	<b>\$ 2,505,572</b>	<b>\$ (247,419)</b>
State Grants & Interest	\$ 147,172	\$ 69,616	\$ (77,556)
<b>TOTAL REVENUE</b>	<b>\$ 2,900,163</b>	<b>\$ 2,575,188</b>	<b>\$ (324,975)</b>

Town of Middletown  
**Statement of Revenue & Expenditures**  
 General Fund  
 Fiscal Year 2016  
 For the 10 Months Ended April 30, 2016

	<u>ANNUAL</u> <u>BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER)</u> <u>BUDGET</u>
<b><u>EXPENDITURES</u></b>			
<b><u>LEGISLATIVE</u></b>			
Commissioner's Salary	\$ 12,300	\$ 9,000	\$ (3,300)
Communications	3,480	2,389	(1,091)
Dues & Subscriptions	7,370	7,167	(203)
Office Supplies & Exp	3,600	5,287	1,687
Advertising	750	2,332	1,582
Meetings & Conventions	<u>9,000</u>	<u>7,382</u>	<u>(1,618)</u>
	\$ 36,500	\$ 33,557	\$ (2,943)
<b><u>EXECUTIVE</u></b>			
Burgess Salary	<u>\$ 6,667</u>	<u>\$ 4,500</u>	<u>\$ (2,167)</u>
	\$ 6,667	\$ 4,500	\$ (2,167)
<b><u>ELECTION</u></b>			
Clerk Fees	\$ 450		\$ (450)
Other Administrative Expenses	<u>250</u>	<u>113</u>	<u>(137)</u>
	\$ 700	\$ 113	\$ (587)
<b><u>GENERAL SERVICES</u></b>			
<b><u>ADMINISTRATION</u></b>			
Administrative Salary	\$ 227,019	\$ 192,126	\$ (34,893)
Postage & Printing	200	15	(185)
Communications	10,471	5,056	(5,415)
Computer Expenses	22,600	24,165	1,565
Office Supplies & Exp	27,200	18,461	(8,739)
Office Maintenance	52,680	22,663	(30,017)
Dues & Subscriptions	150		(150)
Professional Services	3,600	4,570	970
Meetings & Conventions	100	492	392
Water and Sewer Grant	<u>80,000</u>	<u>80,000</u>	
	\$ 424,020	\$ 347,548	\$ (76,472)
<b><u>OPERATIONS</u></b>			
Maintenance Capital Outlay			
Vehicle Capital Outlay			
Director Salary	93,227	109,779	16,552
Maintenance Salary	35,015	38,180	3,165
Communications	9,000	6,917	(2,083)
Supplies & Expenses	13,000	15,614	2,614
Dues & Meetings		453	453
Landscaping/Beautification			
Maintenance & Repairs	27,950	16,160	(11,790)
Tools & Equipment	<u>3,161</u>	<u>1,467</u>	<u>(1,694)</u>
	\$ 181,353	\$ 188,570	\$ 7,217

Town of Middletown  
**Statement of Revenue & Expenditures**  
 General Fund  
 Fiscal Year 2016  
 For the 10 Months Ended April 30, 2016

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<b><u>PROFESSIONAL SERVICES</u></b>			
Independent Accounting	\$ 12,500	\$ 13,000	\$ 500
Legal - Development		779	779
Legal - Ordinances	<u>7,500</u>	<u>4,845</u>	<u>(2,655)</u>
	\$ 20,000	\$ 18,624	\$ (1,376)
<b><u>PLANNING &amp; ZONING</u></b>			
Salary & Fees	\$ 48,946	\$ 39,348	\$ (9,598)
Other Expenses	<u>3,109</u>	<u>1,432</u>	<u>(1,677)</u>
	\$ 52,055	\$ 40,780	\$ (11,275)
<b><u>MAIN STREET PROGRAM</u></b>			
Manager Salary	\$ 43,522	\$ 33,230	\$ (10,292)
Town Contribution	<u>18,000</u>	<u>10,278</u>	<u>(7,722)</u>
	\$ 61,522	\$ 43,508	\$ (18,014)
<b><u>PUBLIC SAFETY</u></b>			
Fire Dept. Donation	\$ 20,000	\$ 20,000	
School Crossing Guards	17,408	10,991	(6,417)
Community Deputy Program	<u>365,101</u>	<u>275,721</u>	<u>(89,380)</u>
	\$ 402,509	\$ 306,712	\$ (95,797)
<b><u>SANITATION &amp; WASTE REMOVAL</u></b>			
Resident Trash & Yard Waste	\$ 276,901	\$ 209,990	\$ (66,911)
<b><u>RECREATION AND CULTURE</u></b>			
Park Salary	46,911	35,594	(11,317)
Park Electric	1,800	1,379	(421)
Maintenance & Repairs	44,100	22,621	(21,479)
Mowing	26,215	16,380	(9,835)
Remsberg Park - Interest	14,632	13,538	(1,094)
Remsberg Park - Principal	<u>108,917</u>	<u>90,763</u>	<u>(18,154)</u>
	\$ 242,575	\$ 180,275	\$ (62,300)

**Town of Middletown**  
**Statement of Revenue & Expenditures**  
**General Fund**  
**Fiscal Year 2016**  
**For the 10 Months Ended April 30, 2016**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<b><u>HIGHWAYS AND STREETS</u></b>			
Salary	\$ 93,356	\$ 59,565	\$ (33,791)
Street Lighting	165,600	118,105	(47,495)
Storm Water Management	4,670	870	(3,800)
Snow Removal	70,000	71,773	1,773
Repairs & Resurfacing	57,300	2,871	(54,429)
Signs		3,986	3,986
Truck Repair & Operation	50,700	24,132	(26,568)
Equipment Repairs & Ops	10,000	4,656	(5,344)
Mowing	32,696	20,480	(12,216)
Interest	6,941	48,225	41,284
East Green St - Principal	12,000	12,000	
Case Loader - Principal	15,158	13,973	(1,185)
	<u>\$ 518,421</u>	<u>\$ 380,636</u>	<u>\$ (137,785)</u>
<b><u>OTHER EXPENSES</u></b>			
MT Historical Society - CIP	\$ 5,000	\$ 5,000	
Donations	100	1,000	900
Travel - Mileage	2,783	1,392	(1,391)
Community Events	19,750	41,975	22,225
Payroll Taxes	54,257	40,367	(13,890)
Insurance - Property	13,866	11,344	(2,522)
Insurance - Employee	118,839	89,573	(29,266)
Retirement/Pension	65,725	46,843	(18,882)
Web Page & Directory	5,000	10,032	5,032
Real Estate Taxes	1,242	800	(442)
Bond Issuance Costs		11,710	11,710
Other	3,500	2,947	(553)
	<u>\$ 290,062</u>	<u>\$ 262,983</u>	<u>\$ (27,079)</u>
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,513,285</b>	<b>\$ 2,017,796</b>	<b>\$ (495,489)</b>
<b>INCOME (LOSS) Exc. Cash Reserves</b>	<b>\$ 386,878</b>	<b>\$ 557,392</b>	<b>\$ 170,514</b>
<b>CASH RESERVES</b>	<b>\$ 1,186,719</b>	<b>\$ 685,086</b>	<b>\$ (501,633)</b>
<b>SURPLUS / (DEFICIT)</b>	<b>\$ 1,573,597</b>	<b>\$ 1,242,478</b>	<b>\$ (331,119)</b>

Town of Middletown  
**CIP Funds & Expenditures**  
 General Fund  
 Fiscal Year 2016  
 For the 10 Months Ended April 30, 2016

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<b>OPERATING REVENUE</b>			
Revenue	\$ 2,752,991	\$ 2,506,072	\$ (246,919)
<b>OPERATING EXPENSES</b>			
Expenses	2,513,284	1,738,042	(775,242)
<b>OPERATING SURPLUS (LOSS)</b>	<b>\$ 239,707</b>	<b>\$ 768,030</b>	<b>\$ 528,323</b>
<b><u>OTHER FUND</u></b>			
POS - Development	\$ 144,205	\$ 69,114	\$ (75,091)
West Green Street Loan	1,000,000	(49,640)	(1,049,640)
RETAINED EARNINGS	304,008		(304,008)
Interest	2,967	502	(2,465)
Other			
<b>TOTAL OTHER FUNDS</b>	<b>\$ 1,451,180</b>	<b>\$ 19,976</b>	<b>\$ (1,431,204)</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ 1,690,887</b>	<b>\$ 788,006</b>	<b>\$ (902,881)</b>
<b><u>CIP PROJECTS &amp; PURCHASES</u></b>			
West Green St Improvements	\$ 1,000,000	\$ 4,123	\$ (995,877)
Franklin - Patching, Mill & Over	60,000		(60,000)
Broad Street Road Construction	20,000		(20,000)
SWM Fence Replacements	21,984		(21,984)
Walking Trail - East Main to Lin	25,750	19,686	(6,064)
Remsberg Park Bleachers	12,150	11,884	(266)
Remsberg Park Walking Trail	45,000	15,407	(29,593)
Remsberg Park Totlot	25,076	28,017	2,941
Wiles Branch Dog Park	47,872	36,139	(11,733)
Wiles Branch Park Shingles	3,100		(3,100)
Foxfield Walk Path/Booster Overl	24,100		(24,100)
Municipal HVAC	90,000		(90,000)
Municipal Carpet (2nd Floor)	20,000		(20,000)
Municipal Boiler Replacment	30,000		(30,000)
Maintenance HVAC	4,500		(4,500)
Vehicle Replacements	65,000		(65,000)
Computer Replacements	5,400	2,836	(2,564)
Backhoe Lease	15,200	13,973	(1,227)
Historical Society Donation	5,000	5,000	
<b>Total CIP Costs</b>	<b>\$ 1,520,132</b>	<b>\$ 137,065</b>	<b>\$ (1,383,067)</b>
<b>OPERATING &amp; CIP SURPLUS (LOSS)</b>	<b>\$ 170,755</b>	<b>\$ 650,941</b>	<b>\$ 480,186</b>

Town of Middletown  
CIP Funds & Expenditures  
General Fund  
Fiscal Year 2016  
For the 10 Months Ended April 30, 2016

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	<u>ANNUAL</u> <u>BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER)</u> <u>BUDGET</u>
Cash Reserves	\$ 1,186,719	\$ 685,086	\$ (501,633)
<b>TOTAL CASH SURPLUS</b>	<u>\$ 1,357,474</u>	<u>\$ 1,336,027</u>	<u>\$ (21,447)</u>

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**Town of Middletown**  
**STATEMENT OF REVENUE and EXPENDITURES**  
**WATER & SEWER**  
**Fiscal Year 2016**  
**For the 10 Months Ended April 30, 2016**

	<b>ANNUAL BUDGET</b>	<b>YTD ACTUAL</b>	<b>OVER (UNDER) BUDGET</b>
<b><u>REVENUE</u></b>			
Water Revenue	\$ 594,558	\$ 434,979	\$ (159,579)
Sewer Revenue	596,089	432,036	(164,053)
Penalties/Reconnects	15,038	13,090	(1,948)
Rain Barrel Sales	1,575	560	(1,015)
General Fund Grant/Misc	80,000	80,000	
<b>TOTAL OPERATING REVENUE</b>	<b>\$ 1,287,260</b>	<b>\$ 960,665</b>	<b>\$ (326,595)</b>
<b><u>EXPENDITURES</u></b>			
<b><u>ADMINISTRATIVE</u></b>			
Office Salaries	\$ 50,907	\$ 28,185	\$ (22,722)
Communications	7,500	8,426	926
Postage	9,280	9,083	(197)
Office Supplies/Expense	12,000	6,975	(5,025)
Legal - Other	2,000		(2,000)
Meetings & Seminars	500	350	(150)
Advertising	500	305	(195)
Uniforms	998	2,843	1,845
Dues/Subscrip/Certifications	500	50	(450)
Travel	200		(200)
Payroll Taxes	24,559	19,755	(4,804)
Insurance - Prop. & Liability	8,500	8,531	31
Insurance - Workers Comp	8,214	5,697	(2,517)
Insurance - Health	53,824	1,583	(52,241)
Retirement/Pension	23,678	20,714	(2,964)
Real Estate Taxes	292	292	
Rain Barrel/Educational Programs	2,500		(2,500)
Waterline / I & I Loans	32,979	32,498	(481)
Bond Issuance Costs		125,569	125,569
Sub-Total	\$ 238,931	\$ 270,856	\$ 31,925
<b><u>Vehicles &amp; Equipment</u></b>			
1999 Truck (Pearl)	\$ 3,700		\$ (3,700)
2008 Truck (Darner)	3,200	1,593	(1,607)
2012 Truck (Miller)		702	702
2013 Truck (Whitney)	3,400	620	(2,780)
2015 Meter Van (Hightman)	3,700	3,533	(167)
Misc Equipment	7,000	1,928	(5,072)
Bobcat Mini-Excavator		289	289
Case Backhoe		100	100
Sub-Total	\$ 17,800	\$ 7,172	\$ (10,628)

Town of Middletown  
**STATEMENT OF REVENUE and EXPENDITURES**  
**WATER & SEWER**  
**Fiscal Year 2016**  
**For the 10 Months Ended April 30, 2016**

	<b>ANNUAL BUDGET</b>	<b>YTD ACTUAL</b>	<b>OVER (UNDER) BUDGET</b>
<b>WATER</b>			
Salaries	\$ 133,411	\$ 122,230	\$ (11,181)
<b>Water Distribution System</b>			
Supplies	3,200	5,484	2,284
Repairs & Maintenance	70,950	33,245	(37,705)
Water Meters	65,250	157,674	92,424
Water Line Break Repairs	5,000		(5,000)
Chemicals	500		(500)
Tools & Equipment	4,330	1,662	(2,668)
Sub-Total	\$ 149,230	\$ 198,065	\$ 48,835
<b>Water Plant/Reservoir/Booster/Tower/BS Wellhouse</b>			
Electric	\$ 26,900	\$ 17,146	\$ (9,754)
Supplies	2,000	1,382	(618)
Repairs & Maintenance	27,350	27,932	582
Chemicals	18,226	16,224	(2,002)
Tools & Equipment	2,400		(2,400)
Testing & Analysis	12,988	7,565	(5,423)
Sub-Total	\$ 89,864	\$ 70,249	\$ (19,615)
Abandoned Well Costs			
<b>TOTAL WATER EXPENSES</b>	<b>\$ 372,505</b>	<b>\$ 390,544</b>	<b>\$ 18,039</b>
<b>SEWER</b>			
Salaries	\$ 124,358	\$ 103,580	\$ (20,778)
<b>Sewer Collection System</b>			
Cone Branch PS	20,000	22,782	2,782
Brookridge South PS	10,000	6,917	(3,083)
Foxfield PS	6,500	5,141	(1,359)
Sanitary Sewerlines & Manholes	23,952	34,303	10,351
I & I Accrual	75,000	62,500	(12,500)
Sub-Total	\$ 135,452	\$ 131,643	\$ (3,809)

Town of Middletown  
**STATEMENT OF REVENUE and EXPENDITURES**  
**WATER & SEWER**  
**Fiscal Year 2016**  
**For the 10 Months Ended April 30, 2016**

	<b>ANNUAL BUDGET</b>	<b>YTD ACTUAL</b>	<b>OVER (UNDER) BUDGET</b>
<b>Wastewater Treatment Plants</b>			
<b>East Wastewater Treatment Plant</b>			
Electric	\$ 33,279	\$ 28,367	\$ (4,912)
Supplies	5,469	3,468	(2,001)
Repairs & Maintenance	35,357	27,184	(8,173)
Chemicals	40,844	28,125	(12,719)
Tools & Equipment	8,400	1,155	(7,245)
Testing & Analysis	34,187	18,748	(15,439)
Sludge Hauling Expense	57,000	44,864	(12,136)
Sub-Total	\$ 214,536	\$ 151,911	\$ (62,625)
<b>West Wastewater Treatment Plant</b>			
Electric	\$ 17,934	\$ 19,123	\$ 1,189
Supplies	2,500	1,681	(819)
Repairs & Maintenance	11,750	8,958	(2,792)
Chemicals	61,258	42,192	(19,066)
Tools & Equipment	1,000	2,380	1,380
Testing & Analysis	10,459	7,365	(3,094)
Sludge Hauling Expense	22,650	14,375	(8,275)
Sub-Total	\$ 127,551	\$ 96,074	\$ (31,477)
<b>TOTAL SEWER EXPENSES</b>	<b>\$ 601,897</b>	<b>\$ 483,208</b>	<b>\$ (118,689)</b>
<b>TOTAL WATER/SEWER EXPENSES</b>	<b>\$ 1,231,133</b>	<b>\$ 1,151,780</b>	<b>\$ (79,353)</b>
<b>CONTINGENCY FUND - 3.5%</b>	<b>\$ 43,090</b>	<b>\$ 40,312</b>	<b>\$ (2,777)</b>
<b>ADJUSTED WATER/SEWER EXPENSES</b>	<b>\$ 1,274,223</b>	<b>\$ 1,192,092</b>	<b>\$ (82,130)</b>
<b>NET INCOME (LOSS)</b>	<b>\$ 13,037</b>	<b>\$ (231,427)</b>	<b>\$ (244,465)</b>

Town of Middletown  
**CIP FUNDS and EXPENDITURES**  
**WATER & SEWER**  
**Fiscal Year 2016**  
**For the 10 Months Ended April 30, 2016**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<b><u>FUNDING SOURCES</u></b>			
Operating Revenue	\$ 1,287,260	\$ 960,553	\$ (326,707)
Operating Expenses	<u>1,234,333</u>	<u>1,044,140</u>	<u>(190,193)</u>
<b>OPERATING INCOME (LOSS)</b>	<b>\$ 52,927</b>	<b>\$ (83,587)</b>	<b>\$ (136,514)</b>
Cash Reserves	\$ 120,000	\$ 120,000	
Debt Service Fee - New Homes	138,800	104,800	(34,000)
Capital Improvement Fees	139,464	104,682	(34,782)
Inflow & Infiltration - Reserve A	75,000	75,000	
Improvement/Tap Fees	1,060,000	70,000	(990,000)
Water Tower & Land Leases	184,642	126,978	(57,664)
Main Street Waterline Loan	<u>2,250,000</u>	<u>2,250,000</u>	
<b>TOTAL OTHER REVENUE</b>	<b>\$ 3,967,906</b>	<b>\$ 2,851,460</b>	<b>\$ (1,116,446)</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>4,020,833</b>	<b>2,767,873</b>	<b>(1,252,960)</b>
<b><u>DEBT SERVICE COSTS</u></b>			
<b>Principal Payments</b>			
MVB Line of Credit			
CDA - Water Tower	102,800	102,800	
MDE - East WWTP	205,519	205,519	
Brookridge WTP	200,000	(23,360)	(223,360)
Main Street Waterline & Reservoir	60,540	23,360	(37,180)
Interest - All Loans	<u>44,766</u>	<u>190,511</u>	<u>145,745</u>
<b>TOTAL DEBT SERVICE COSTS</b>	<b>\$ 613,625</b>	<b>\$ 498,830</b>	<b>\$ (114,795)</b>
<b><u>WATER &amp; SEWER PROJECTS</u></b>			
CIP - Well #15 Mag/Iron Removal	\$ 160,000	\$ 21,824	\$ (138,176)
CIP - Main Street Waterline - Eng		8,698	8,698
CIP - Main Street Waterline - Con	2,000,000		(2,000,000)
CIP - Reservoir Cover Replacement	440,000		(440,000)
CIP - Welll Field Restoration	125,000		(125,000)
CIP - Reservoir - Fence Replaceme	38,105		(38,105)
CIP - Booster Station Pump Bypass	8,000		(8,000)
CIP - Locust Court Waterline	310,000	268,242	(41,758)
CIP - Broad to East Green Waterli	40,000	12,103	(27,897)
CIP - West WWTP - Aerator Replace	8,000		(8,000)
CIP - East WWTP Bar Screen Refurb	40,000		(40,000)
CIP - Cone Branch Pump Station Pu	31,000	29,200	(1,800)
CIP - Inflow & Infiltration	75,000		(75,000)

Town of Middletown  
**CIP FUNDS and EXPENDITURES**  
**WATER & SEWER**  
**Fiscal Year 2016**  
**For the 10 Months Ended April 30, 2016**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
2015 Meter Tech Van	\$ 46,500	\$ 37,413	\$ (9,087)
<b>TOTAL WATER &amp; SEWER PROJECTS</b>	<b>\$ 3,321,605</b>	<b>\$ 377,480</b>	<b>\$ (2,944,125)</b>
<b>TOTAL CIP COSTS</b>	<b>\$ 3,935,230</b>	<b>\$ 876,310</b>	<b>\$ (3,058,920)</b>
<b>TOTAL FUNDS REMAINING</b>	<b>\$ 85,603</b>	<b>\$ 1,891,563</b>	<b>\$ 1,805,960</b>

# *BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND*

## TOWN MEETING MINUTES

### REGULAR MEETING

April 25, 2016

The second monthly meeting of the Burgess and Commissioners of Middletown was called to order on April 25, 2016, by Burgess Miller at 6:30 p.m. in the Middletown Municipal Center, 31 W. Main Street, Middletown, Maryland. Present were: Commissioners Larry Bussard, Jennifer Falcinelli, Rick Dietrick, and Tom Catania.

### BUDGET WORKSHOP – Community Groups

- MAAC - \$9,740
- Lions Club - \$2,000
- JR Deputy Program - \$1,000
- Christmas in the Valley - \$0
- Heritage Weekend - \$8,000
- Middletown Rec Council - \$7,500
- Historical Society - \$5,000
- Main Street - \$10,000

### CONSENT AGENDA

*Town Minutes – April 11,, 2016 Town Meeting*

Commissioner Bussard motioned to accept this consent agenda as corrected, seconded by Commissioner Falcinelli and passed unanimously.

### Personal Requests for Agenda:

**Gary Madonna, 16 Eastern Circle – Noise Complaint from West Main Street (US Alt. 40) – Mr. Madonna presented a power point presentation to the Town Board describing the decibel levels of the different vehicles, mowing equipment, etc. Mr. Madonna asked the Town if there was anything that the Town could do to help eliminate some of the noise. Burgess Miller stated that Main Street (US Alt 40) is a State Road, the Town has no control over anything on this road. Burgess Miller advised Mr. Madonna to contact State Highway.**

### Unfinished Business:

**Review of Cross Stone Commons Connection Fee Agreement – Drew explained that Cross Stone Commons has submitted a connection fee agreement per the previous discussions that they have had with the Burgess & Commissioners. After some discussion the Commissioners agreed to send the agreement back to Cross Stone with a change stating that they will pay whatever the number of taps they are purchasing that year at the prevailing tap rate or pay the \$330,000 up front to get the current \$20,000 tap fee rate.**

**POS Project Submission for FY 2017 – Commissioner Goodman was unable to be at the meeting tonight but submitted a list of projects for the Board to review. The top 3 projects were Memorial Park play equipment phase 2, Remsberg Park restrooms and benches at Cone Branch Park behind the Primary School.**

**Franklin Street Safety Improvements Discussion** – Drew and John spoke to Ms. Lenhart and presented her with the 3 different options. Ms. Lenhart does not like as she doesn't want to shovel the sidewalks but, of the 3 options presented she liked option 2. The Board would like to go with option 1 as it keeps the road alignment unchanged. Drew will revisit with Ms. Lenhart with the concerns the Board has with going with option 2 and see if she would be ok if the Town decided to pursue option #1.

**West Green Street Improvements – Lighting Style** – Burgess Miller stated that we will go with the standard light style along West Green Street since that is what is currently along other areas of Green Street. The lighting plan calls for 25 lights to be installed along West Green Street from Church Street to the Amvets. It was the consensus of the Board to approve the 25 lights.

**Budget Workshop** – The Board went over the general operating budget, the water/sewer operating budget as well as both the general CIP and Water/Sewer CIP. The Board asked for Drew to provide a detailed analysis of the projected solar savings and change the Water & Sewer budget accordingly for discussion at the May 9, 2016 meeting.

**PUBLIC COMMENT:** none

**ANNOUNCEMENTS:**

**ADJOURNMENT**

Meeting adjourned at 9:35pm.

Respectfully submitted,

Ann Griffin  
Office Manager

**Town of Middletown Planning Department**

To: Burgess & Commissioners and Middletown Planning Commission

From: Cindy Unangst, Staff Planner

Date: 5/2/2016

RE: Monthly Planning Update

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**Major Subdivisions:**

**Coblentz on Green - Master Plan Amendment approved - March 11, 2013**

Preliminary plans signed – May 29, 2013 (Plans expire 5/29/2016)

Improvement plans conditionally approved – October 16, 2013 (Plans expire 10/16/2016)

Final FRO Plan approved – April 21, 2014

Final Plats conditionally approved – November 17, 2014

Site work has begun – September 201

**Plats 1 & 2 mylars submitted to Health Department for signature – April 28, 2016**

**Foxfield - 1 home left to be built**

**Site Plans and Minor Subdivisions:**

**Franklin Commons/Chesterbrook Phase 2 - Site Plan approved – July 17, 2006**

Improvement Plans approved and signed – September 16, 2008

Phase 2 Site Plan conditionally approved – January 19, 2015 (Plans expire 1/19/2018)

Phase 2 FRO plan conditionally approved – January 19, 2015

Phase 2 Improvement Plans conditionally approved – Sept. 21, 2015 (Plans expire 9/21/18)

Mylars signed – January 4, 2016

**Fire Station – Concept plan submitted to PC for comments – April 22, 2013**

Fire Station plat conditionally approved – October 16, 2013

Fire Station Site Plan conditionally approved – November 18, 2013 (Plans expire 11/18/2016)

**Horman Apartments- Site Plan approved – April 21, 2008**

Improvement Plans conditionally approved – May 17, 2010

Currently approved SWM plans remain valid until May 4, 2017

Mylars signed – September 11, 2015

**Jiffas – Site Improvement Plan conditionally approved – October 20, 2008**

Forest Conservation Plan approved – October 20, 2008

Revised Architectural Plans submitted and reviewed – June 16, 2014

Architectural plans approved by PC – March 16, 2015

BOA hearing for variance requests (approval received) – March 29, 2016

**Kaleta addition demolition – site plan submitted to PC for review/approval – March 31, 2016**

**Miller (Ingalls)** – Concept and Phase I & II Plan approved & signed – September 27, 2010  
Revised Concept Plan reviewed by PC – September 16, 2013  
Site plan conditionally approved by PC – July 20, 2015 (Plans expire July 20, 2018)

**Cross Stone Commons** – BOA Special Exception Use Hearing – May 8, 2013  
Revised architectural plans approved by PC – March 17, 2014  
Final FRO Plan approved – May 19, 2014  
Revised Site Plan conditionally approved – October 20, 2014 (Plans expire 10/20/17)  
Phase 1 Improvement Plans conditionally approved – October 20, 2014 (Plans expire 10/20/17)  
Phase 2 Improvement Plans conditionally approved – March 16, 2015 (Plans expire 3/16/2018)  
Phase 2 mylars submitted for signature – October 30, 2015  
Dedication (donation) plat mylars signed – December 1, 2015

**Nicholson** - Final Plat submitted for review – March 2, 2015

**Putman** – Forest Conservation Plan approved – June 16, 2009  
Revised Site Plan Extension request approved for 6-months – March 16, 2015  
Revised Improvement Plans conditionally approved – March 16, 2015 (Plans expire March 2018)  
Site work has begun – October 16, 2015

**Richland Driving Range** – Concept plan reviewed by PC – January 18, 2016  
**Site Plan submitted for review – May 2, 2016**

**School complex** – meetings ongoing for parking and roadway improvements

**Wachter Shed Demolition** – site plan submitted to PC for review/approval - April 15, 2016

**Annexations:**

**A.C. Jets Property**- PC approval of annexation petition of 35.96 acres – December 21, 2009  
Public hearing date - Monday, October 11, 2010  
Annexation petition denied by Town Board – October 11, 2010

**Text Amendments:**

**Reports:** Draft Annual Report being submitted to PC for review – May 2016

**Meetings:** Next Middletown Green Team Meeting – May 18, 2016

**Next Joint town board/planning commission workshop** – Monday, June 6, 2016

**Public Works Monthly Report  
May 5, 2016**

**COMPLETED WORK**

**Streets and Utilities, Facilities**

Installed new main valve at Broad St, opened Parks, truck repairs, Park equipment repairs, meter pit installations, Foxfield Walking Path improvements

**Water and Sewer**

Booster Station Pump 4 rebuilt (\$9900), all diesel fuel tanks filtered, Hach and ABB instruments calibrated, W WWTP UV online.

**New Projects**

**Foxfield Walking Paths:** Repaved Miriam to Booster Station. Active Adult area patch and overlay weather dependent.

**Brookridge PS Control Update:** Contractor meeting setup for design and installation.

**Street CIP:** Develop future recommendations and planning.

**Well Field Stream Improvements:** RFP and kick off meeting will begin in May.

**Unbudgeted Expenses:**

\$2400.00 for new Brookridge Pump, Effluent PS control wiring replacement \$4280.00, EWWTP flow meter \$3000.00

Sludge cost for FY \$ 37,700.00, 45,000 gal hauled, 42,840 gal bedded Total hauled 390,000 gal Bedded 279,650 gal

**Water Use (Average Daily for the Month, Flows stated in gallons per day)**

Permit Limits (gal)    387,000/504,000 AD/MMU                      250,000 AD                      250,000 AD

MONTH	WATER USE		SPRING FLOW		East WWTP		West WWTP	
	past yr	present yr	past yr	present yr	past yr	present yr	past yr	present yr
January	283,000	274,000	123,000	120,000	237,800	254,000	218,400	281,000
February	289,000	279,000	132,000	135,600	166,000	313,000	175,000	569,000
March **	332,000	301,000	133,000	132,000	318,000	217,000	365,000	179,000
April **	311,000	277,000	135,000	128,000	233,000	186,633	171,000	132,000
May	309,000	308,000	137,000	139,000	324,000	185,000	403,000	161,000
June	308,000	299,000	136,000	137,000	230,000	191,353	261,000	184,000
July	294,000	289,000	134,000	135,000	197,000	176,515	167,000	218,000
August	294,000	318,000	115,000	106,000	172,000	163,000	138,000	126,000
September	306,000	322,000	101,000	79,000	159,800	165,160	145,000	145,000
October **	313,000	317,000	90,000	75,000	172,000	181,300	144,000	218,000
November**	286,000	267,000	87,000	76,000	170,000	189,000	144,000	159,000
December	282,000	273,000	111,000	86,083	231,000	227,000	246,000	177,000

Avg Daily/yr    300583    293667    119500    112390    217550    204080    214783    212417  
 Avg Yr Flw    109.71    107.19    43.62    41.02    79.41    74.49    78.40    77.53

\*\*Hydrants flushed this month

April 14 709,560 October 14 725,913

**Planned Work**

Installation of 1 new valves for Main St waterline. Repair of valve at Boileau, Sewer Cleanout repairs in Foxfield, Chemical pump installation at Reservoir. Well Field Stream Restoration, Reservoir Design, Well 15 Filter Construction

## PROJECTS

### Open Projects

**W WWTP:** No action.

**Develop Grease Trap Ordinance and Education Program:** No Action

**West Green Street:** Work is proceeding with the roadway being milled and waterline being relocated. Storm drain installation will begin on Willow and proceed through Green St to Church street. This is a change from the original project description

**Water System:** no issue **Hydraulic Model:** Is currently being revised to match flow tests. **No action System:** Reservoir pumping loss of water (310,000 gal – 6%) for November, December is 451,000g – 8%. January is 392,855g 7%. February 492,759 9.37% March 382,235 gal 6.11% (covers pumped = less than 50,000 loss or 1800 gal/day) April 473,759 8.69%

**Brookridge PS:** Control Panel Upgrade. Project has begun.

**Sidewalk Inspections:** No action. Need to notify Main St adjoiners (Garage Drive, Willow, Elm, Broad and Prospect) of requirement to repair or replace.

**Main St. Waterline Replacement:** The Town will be inducted in the Cast Iron Pipe Century Club. The regional engineer from DIPRA will present a plaque to the Town in August. There are only 5 other Town's in Maryland that are members of the Century Club. <http://www.dipra.org/ductile-iron-pipe/benefits/cast-iron-pipe-century-club-and-cast-iron-pipe-sesquicentennial-club>

**Streetscape:** Bid date postponed to May 19. Prebid April 20. May 6 design to construction transition meeting.

**Street CIP: Broad St Streetscape:** Received street plan options for review. Notified Engineer that the project is currently delayed to the end of August. No action

**Well 15 Filters:** Permit verbally approved, expect paper copy within a week.

**Reservoir Repairs:** Final draft has been received. Final review not completed. No action.

**SSO and I&I:** RFP's received and being reviewed.

**Drainage Issues:** Full property to new walk path.

**Memorial Park:** New waterline to facilities planned. No Action

**MDE /Permits:** netDMR required December 2016, we have a temporary account to practice with.

**Meter Installations:** 345 +/- meters out of 500.

**Locust Boulevard Roadway:** Roadway work in planning phase with budget estimate within the projected CIP budget. No action

**MDE MS4 Permit Reports:** We will submit an annual report before the June 2016 deadline for 2015. The Town will need to comply regarding some of our operational procedures in the future to meet the permit requirements. These are related to facility maintenance.

**Franklin St Conceptual Sidewalk Plans:** Placed in 2017 budget

**Truck Replacement:** Ordered, 12 week delivery. No delivery date available yet.

**Booster Station Pump Around:** Drafting completed under review.

**CBPS Sewage Pump 2:** Second replacement pump has been installed on 5/5/16.

**Effluent PS:** Control wiring replacement completed.

### Developments

**Cross Stone:** Drainage work and subgrade prep. No action

**Coblenz Property:** Onsite SS and SD work progressing.

**14 Eastern Circle Stream Work:** MDE has approved the permit. Owner is seeking grant funding for the \$22,000 expense. No action

**406 W Green St:** No action

**Chesterbrook IP's:** No action

### Planned Work

Reservoir Project

Budget purchases and contracts

Water System: Manganese Removal Well 15 – material acquisition, install

Broad St Streetscape

Well Field Stream Restoration

Continue Fire Hydrant ID tag and numbering system installation

Regulatory: Grease Ordinance completion.

E WWTP: flow meter transducer replacement, design spray system for clarifier,



**TO: Main Street Board of Trustees**  
**FROM: Becky Reich, Main Street Manager**  
**DATE: May 4, 2016**

*May is Historic Preservation Month with the theme of #ThisPlaceMatters. We will be posting pictures on our Facebook Page celebrating the historic properties in Middletown. The first week of May is also Tourism Week. Main Street will be participating in Frederick Tourism Council events and promoting our community as a great place to visit. Main Street is looking forward to speaking at the Middletown Lion's Club May meeting. May is also when we announce new officers for our Board of Directors.*

#### **Economic Development Committee**

- Thank you to Greg Wigle for volunteering to be the new Committee Chair – also please welcome new EDC member, Jim Hoover, Administrator of the Zion Lutheran Church.
- EDC is regrouping and planning a business mixer for June.

#### **Design Committee**

- The DC participated in the Green Expo by launching the Design Handbook and discussing the link between historic preservation and sustainability. One resident stated that the sole reason she attended Green Expo was to purchase our book.
- DC working on the local marker program. Specifically, it is pulling descriptions of the buildings together and will send out letters to property owners. The DC is requesting review and comment from the 250<sup>th</sup> Committee and the Historical Society to insure descriptions are accurate and factual.

#### **Organization Committee**

- Janice Rockwell and Greg Beal attended the Community Day budget presentation to the Burgess and Commissioners on Monday, April 25.  
*Fundraising/Road Race*
  - Main Street has received 2-donations from returning sponsors for this year's event, Main Cup and Zion Lutheran. THANK YOU!

#### **Promotions Committee**

- The Promotions Committee met Tuesday, April 5<sup>th</sup> and recommended that the Main Street Board should not pursue the National Road Yard Sale event this year. At the April 28<sup>th</sup> meeting, the Main Street Board of Trustees voted and agreed with the PC recommendation.
- The PC has launched a GeoCache Trail in Middletown! Visit our website at [www.mainstreetmiddletown.org](http://www.mainstreetmiddletown.org) and go to the Explore Page for more information.
- The PC will be distributing our Shop Local Main Street reusable bags to the Farmer's Market for the opening on the season.
- Members of the PC are working with MAAC in assisting the planning of the upcoming Memorial Day Celebration being held this year at Memorial Park.

**Green Team:**

- The Main Street Green Team is part of the Town's Green Team and has just finished up the first Middletown Green Expo. There is a lot of interest and enthusiasm in this topic, and the Main Street Green team is looking for a few more volunteers.

**The 250<sup>th</sup> Commemoration:**

- The 250<sup>th</sup> Committee is putting final touches on the 12-month Speaker Series; starting in January 2017, each month features a topic relevant to Middletown history. The Committee is in the beginning stages of fundraising and identifying Founding Families for the (4) Founding Family dinners. The 250<sup>th</sup> Committee will formally ask Main Street for participation in the Speaker's Series – looking at October for Main Street to host since October is Business Appreciation Week.

*Thank you for your continued support of Main Street Middletown*

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## **Town of Middletown Zoning Department**

To: Burgess and Commissioners and Middletown Planning Commission

From: Ron Forrester, Zoning Administrator

Date: 5/3/16

RE: Monthly Zoning Update – April 2016

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**Board of Appeals (BoA) Meeting(s):** No Board of Appeals meetings in April 2016.

### **Zoning Violations:**

- (1) Recreational Vehicle (utility trailer) parked in front yard setback of residential property. Motor vehicle parked on grass in side yard. 200 Cone Branch Drive. Violation letter sent to homeowner on April 25, 2016 by Zoning Administrator advising owner that he was in violation of the municipal code, Section 17.32.060(J)(2) for parking a motor vehicle in the side yard of his property on grass area than was not an impervious surface. Additionally, owner cited under Section 17.32.140 of the municipal code for parking/storing a recreational vehicle (utility trailer) in the front yard setback (driveway) of his residentially zoned property. Open.
- (2) Motor vehicle parked in front yard of residential property. 701 East Main Street. Violation letter sent to homeowner on April 25, 2016 by Zoning Administrator advising owner a violation of Section 17.32.060(J)(2) was noted for parking a motor vehicle on grass (not an impervious surface) in the front yard setback of residentially zoned property. This violation occurred repeatedly over a ten day period. Open.
- (3) Unlicensed vehicle parked in driveway. 611 Glenbrook Drive. Zoning Administrator sent property owners a violation letter April 26, 2016 noting that an unlicensed vehicle was parked on the driveway of the residentially zoned property that was not screened from adjoining properties in accordance with Section 17.16.060 of the municipal code. Open.
- (4) Signage issues at Middletown High School (MHS). 200 School House Drive. Zoning Administrator sent violation letter on April 27, 2016 to Executive Director of Facilities for the Frederick County Public School noting unauthorized signs at and near the MHS football/track facility. Two freestanding commercial signs (one sign was for DARCARS of Frederick) were noted. Temporary Commercial signs are not permitted in any district in Middletown in accordance with Section 17.36.150A of the municipal code. These signs should be removed. Additionally, numerous banner signs were attached to the fence around the football/track facility. Section 17.36.140 of the municipal code allows signs to be affixed to fences of ballfields/sport complexes and scoreboards as long as they face the inside of the playing field and are in good repair. Many of the banner signs noted were on the outside of the fence with commercial advertisements on them facing the outside of the field/complex and were not securely fastened to the fence. Open.
- (5) Recreational equipment (utility trailer) parked in rear yard. 17 Knoll Side Lane. Town Administrator sent property owner a violation letter on April 27, 2016 for having recreational equipment (utility trailer) parked in rear yard of property that was not screened from adjoining properties in accordance with Section 17.32.140 of the municipal. This is the second time this property owner has been cited for this violation. Open.

(6) Recreation Equipment and motor vehicles parked in rear yard of property. 517 West Main Street. Zoning Administrator sent property owner a violation letter on April 28, 2016 for having recreational equipment (ski-jet on trailer) parked in rear yard of property that was not screened from adjoining properties in accordance with Section 17.32.140 of the municipal. Additionally, violation letter cited two motor vehicles parked in the rear yard of property on grass and not an impervious surface as required in Section 17.32.060(J)(2) of the municipal code. Open.

(7) Recreation Equipment and motor vehicles (one a restricted vehicle) parked in rear yard of property. 510 West Main Street. Zoning Administrator sent property owner a violation letter on May 2, 2016 for having recreational equipment (utility trailer) parked in rear yard of property that was not screened from adjoining properties in accordance with Section 17.32.140 of the municipal. Additionally, violation letter cited two motor vehicles Ford flatbed truck and a Chevrolet pick-up truck) parked in the rear yard of property on grass and not an impervious surface as required in Section 17.32.060(J)(2) of the municipal code. The Ford flatbed truck is considered a restricted vehicle which is prohibited from being parked in a residentially zoned district except upon approval of a special exception by the Middletown Board of Appeals. Open.

**Miscellaneous:**

(1) Residential properties in town commercial zone violate “residential zoning portions of the code” but cannot be cited because they are in a town commercial zoned district. For example, West Green Street has one side of the street zoned R-2 residential and the other side of the street is town commercial. Washington Street has one side of the street zoned R-3 residential and the other side is town commercial. Suggested changes to Sections 17.16.060, 17.32.060 – Off-Street parking requirements, and 17.32.125 – Sales of motor vehicles in residential districts of the municipal code have been suggested to address this issue in the code.

(2) Section 17.32.045 (Storage Container) should be changed to have the zoning administrator administer enforce this section of the code vice the planning commission. Sections 17.04.020 (Zoning administration) and 17.08.110 (Enforcement) of the code specifically give the zoning administrator responsibility for these actions. This is a zoning issue not a planning issue. Changes to municipal code have been suggested.

<b>April 2016 Zoning Certificates - completed</b>	<b>Address</b>	<b>Permit #</b>	<b>M-town Received ZC</b>	<b>RForrester Approved</b>	<b>County Approval</b>
Michele Feaster – installation of sixty-six (66) roof-mounted solar panels by SolarCity.	25 Wagon Shed Lane	141887	3/28/16	4/5/16	yes
John Bennett – installation of twenty-six (26) roof-mounted solar panels by Vivint Solar, Inc.	3 Sara Lane	142571	3/23/16	4/21/16	yes
Jennifer Wilson – install above ground swimming pool to include electrical hook-up. (BoA approved 8-ft rear and side yard setbacks on 3/29/16). Additionally, approved final inspection of existing deck on rear of house (Permit #142436)	101 North Pointe Terrace	142436/ 142437	3/29/16	4/15/16	yes

Stephen Ramsey – installation of forty-nine (49) roof-mounted solar panels by Vivant Solar, Inc.	114 Locust Street	142568	3/17/16	4/21/16	yes
Kimberly Hazell – construct a 10' x 20'6" deck on the back of residential structure.	51 Boileau Court	142073	4/6/16	4/7/16	yes
Lance & Amy Camarote – install 103 feet of 6' high wooden (pine) privacy fence around sides and rear yard of residential structure.	226 Broad Street	Town	4/7/16	4/7/16	no
Gwendolyn Boulus – install a 8' x 10' pre-fabricated shed in rear of yard. Shed has aluminum siding with a shingled roof – siding matches house colors..	4 Linden Avenue	Town	4/7/16	4/7/16	no
Matt Cullen – install 365 feet of 4' high dog eared wooden fencing on side and rear property lines.	1 Caroline Drive	Town	4/8/16	4/8/16	no
Pamela D. Wachter – add two sections of 3-section split rail wooden fence to side yard to enclose rear yard of property.	301 Franklin Street	Town	4/15/16	4/18/16	no
David & Pamela Wachter – place a 12' x 16' shed on property and demolish existing 8' x 12' shed. Demolition of existing shed requires approval by the Middletown Planning Commission.	212 Prospect Street	142485	4/15/16	4/18/16	Yes
Richard Dietrick – replacing existing 6' high solid wood privacy fence across rear of property with a new 6' tall solid wood fence. Replace 42" high chain link fence with 6' tall solid wood privacy fence.	707 East Main Street	Town	4/22/16	4/22/16	no

<b>Zoning Certificate submitted-- in progress</b>	<b>Address</b>	<b>Permit #</b>	<b>M-town Received ZC</b>	<b>RForrester Approved</b>	<b>County Approval</b>
Andrea Kaleta – remove existing 12’ x 14’ one story rear addition and construct a 21’ x 16’6” two-story addition.	10 Jesserong Drive	141710	3/31/16	Needs Planning Commission’s approval for demolition of existing one-story addition	yes

<b>Zoning Certificate submitted -- actions pending and/or suspended</b>	<b>Address</b>	<b>Permit #</b>	<b>M-town Received ZC</b>	<b>RForrester Approved</b>	<b>County Approval</b>
Meredith McKittrick & Don Troop – install drywall and bathroom in attic of residential dwelling.	200 Broad Street		2/4/15		yes
James Dunkley – install 6’ fence reduced gradually down to 4’ fence in font yard as a privacy screen.	107 North Pointe Terrace	Town	4/22/15	Denied – violates municipal code; can only have 3’ tall fence in front yard of residence	no
Amir Bhat – install fire place and gas line from 100 gallon propane tank after tank is installed	19 Young Branch Drive		2/2/16		yes
Dennis Jiffas – construction of two-unit townhouse structure. (Variance of 22’ from front yard setback on Summers Drive approved by BoA on 3/29/16).	406 West Green Street		3/29/16		yes
Burgess and Commissioners of Middletown – construct a 27’ x 27’ pavilion & picnic tables at Wiles Branch Park	Knoll Side Place		4/14/16		yes

**CROSS STONE COMMONS**  
**CONNECTION FEE AGREEMENT**

THIS CONNECTION FEE AGREEMENT ("Agreement"), is made the \_\_\_\_ day of April, 2016, by and between MIDDLETOWN VALLEY INVESTMENT PARTNERS, LLC, a Maryland limited liability company (the "Applicant"), and the BURGESS AND COMMISSIONERS OF ~~THE TOWN OF~~ MIDDLETOWN, ~~MARYLAND~~, a body corporate and politic of the State of Maryland (the "Town").

**RECITALS**

WHEREAS, the Applicant received the Town's approval to construct four (4) commercial buildings (the "Buildings") on real property consisting of 303,103 square feet or 6.958 acres (more or less) owned by Applicant (as more particularly described on Exhibit A attached hereto) and known as "Cross Stone Commons" (the "Development"), located in the Town of Middletown, Maryland, which property is subject to the provisions of Title 13 of the Middletown Municipal Code, as amended from time to time and regulations promulgated thereunder (the "Code"); and

~~WHEREAS, on or about May 9, 2013, the Town's Board of Appeals approved the Applicant's request for a special-exception use for a shopping center in the Development; and~~

~~WHEREAS, on or about November 20, 2013, the Town conditionally approved the Site Plan for the Development; and~~

~~WHEREAS, on or about April 8, 2014, the Town issued a Water and Sewer Capacity Certification for the Development pursuant to Section 16.12.005 of the Code; and~~

WHEREAS, on or about October 21, 2014, the Town approved a two-phased, revised Site Plan for the Development, and on or about May 5, 2015, the Town approved the latest and final revised version of the Site Plan (the "Revised Site Plan") for the Development (a true and correct copy of the Revised Site Plan is attached hereto as Exhibit B); and

~~WHEREAS, on or about May 5, 2015, the Town approved the latest and final revised version of the Site Plan (the "Revised Site Plan") for the Development (a true and correct copy of the Revised Site Plan is attached hereto as Exhibit B); and~~

WHEREAS, Section 13.12.050 of the Code currently provides that "[a]ny landowner, developer, or applicant applying for a connection to the town's water and sewer system shall pay to the town" a fee in the total amount of Twenty Thousand Dollars (\$20,000.00) per connection (each a "Connection Fee"); and

WHEREAS, on or about December 14, 2015, the Town determined that, for the purposes of calculating the ~~total amount of the connection~~ Connection fees ~~Fees~~ for the Development pursuant to Title 13 of the Code, (i) the Development consists of twenty-one (21) equivalent dwelling units ("EDUs"), and (ii) the ~~connection~~ Connection fees ~~Fees~~ for the Development may

be paid in installments on a *pro rata* basis as a building permit for each of the Buildings within the Development is released (~~as set forth on the chart attached hereto as Exhibit C~~); and

WHEREAS, this Agreement is intended to document the understanding of the parties with respect to the timing of the Applicant's obligation to pay the Connection Fees consistent with the provisions of Title 13 of the Code.

NOW, THEREFORE, in consideration of the mutual promises and ~~for covenants set forth~~ herein, the parties hereto agree as follows:

1. ~~The recitals stated above are acknowledged by the parties and made a part of this Agreement.~~

2. ~~The total amount of the Connection Fees payable on account of the Development shall be Four Hundred and Twenty Thousand Dollars (\$420,000.00) (the "Total Connection Fees"), which is twenty one (21) EDUs multiplied by the Connection Fee. The Connection Fees which Applicant shall pay to the Town shall be calculated based upon a total of twenty-one (21) Equivalent Dwelling Units (EDUs) for the Development, including the four (4) Buildings situated thereon. The Applicant shall pay Connection Fees for each of the respective Buildings based upon the following number of EDUs for each Building:~~

	<u>Building 1 (CVS):</u>	<u>4.5 EDUs</u>
	<u>Building 2:</u>	<u>3.3 EDUs</u>
	<u>Building 3:</u>	<u>8.25 EDUs</u>
<u>+</u>	<u>Building 4:</u>	<u>4.95 EDUs</u>

2.3. ~~The Town and Applicant each acknowledge that shall receive a credit against the Total Connection Fees have been paid in the amount of Ninety Thousand Dollars (\$90,000.00) (the "Paid Connection Fees"), representing the amount paid by or on behalf of CVS, Inc. or its affiliate(s) to secure the issuance of a building permit for Building 1 (as shown on the Revised Site Plan).~~

3. ~~Payment of tThe remainder of theing Total Connection Fees for Buildings 2, 3 and 4 less the Paid Connection Fees, an amount equal to Three Hundred and Thirty Thousand Dollars (\$330,000.00) (the "Outstanding Connection Fees"), shall be due and payable made to the Town on a pro rata basis immediately prior to the Town's issuance of a building permit for each of those respective Buildings. for each of the Buildings in the Development. The amount of the Connection Fee for each Building shall be based upon the number of EDUs for each Building as stated above and shall be that Connection Fee per EDU which is in effect in the Town at the time of the issuance of the building permit. as follows:~~

- a. ~~Sixty Five Thousand, One Hundred and Forty Five Dollars (\$65,145.00) for Building 2 (as shown on the Revised Site Plan);~~
- b. ~~One Hundred Sixty Four Thousand, Seven Hundred and Eighty Six Dollars (\$164,786.00) for Building 3 (as shown on the Revised Site Plan); and~~

e. ~~One Hundred Thousand and Sixty-Nine Dollars (\$100,069.00) for Building 4 (as shown on the Revised Site Plan).~~

~~4.~~

~~4. Upon the Town's receipt of the Outstanding Connection Fees as set forth in Paragraph 3 above, the Total Connection Fees shall have been paid in full, and the Applicant shall have no further liability for payment of any Connection Fees pursuant to this Agreement and/or in accordance with Title 13 of the Code.~~

5. All notices authorized or required herein shall be in writing and shall be considered given (a) when hand delivered, (b) on the date the same has been post-marked by the United States Postal Service (c) upon delivery when sent by facsimile transmission and/or via electronic mail, or (d) upon delivery when sent by Federal Express or another nationally recognized overnight courier to the parties at the addresses below:

The Town Burgess and Commissioners of Middletown

Burgess and Commissioners of Middletown  
Attention: Town Administrator  
31 West Main Street  
Middletown, MD 21769  
Phone: (301) 371.6171  
Email: [abowen@ci.middletown.md.us](mailto:abowen@ci.middletown.md.us)

Applicant

Middletown Valley Investment Partners, LLC  
Attention: Victor White  
2661 Riva Road, Suite 300  
Annapolis, Maryland 21401  
Telephone: (410) 266-5100  
Email: [vwhite@hogancompanies.com](mailto:vwhite@hogancompanies.com)

With a copy to:

Reliable Real Estate Services LLC  
Attention: John Dixon  
2410 Evergreen Road, Suite 200  
Gambrills, Maryland 21054  
Telephone: (410) 266-5100  
Email: [jdixon@reliablecompanies.net](mailto:jdixon@reliablecompanies.net)

or such other addresses as the parties may, from time to time, designate in writing.

6. The provisions of this Agreement shall be binding upon and inure to the benefit of the parties, their successors and assigns. This Agreement may be assigned by the Applicant provided that the assignee agrees to fulfill the requirements of this Agreement and Title 13 of the Code.

7. This Agreement represents the complete understanding between the parties hereto and supersedes all prior negotiations, representations and agreements, whether written or oral, as to the matters described herein. This Agreement may only be amended by written instrument executed by both parties. No requirement, obligations, remedy or provisions of this Agreement shall be deemed to have been waived unless so expressly waived in writing, and any such waiver of any provision shall not be considered a waiver of any right to enforce such provision thereafter.

8. The Applicant may, at its sole cost and expense, record this Agreement among the Land Records of Frederick County, Maryland.

9. The parties waive trial by jury in any action, proceeding or counterclaim brought by either of them against the other on any matter arising out of or in any way connected with this Agreement.

10. This Agreement may be executed in one or more counterparts, each of which shall be deemed to have the full force and effect of an original. A scanned copy of this Agreement shall be treated as an original.

11. The parties agree to abide by and comply with all applicable laws and regulations regarding the subject matter of this Agreement, whether or not such laws or regulations are herein specifically enumerated or referred to, and the parties agree to sign such additional documents as may be required to effectuate the intent and purpose of this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed the day and year first above written.

**[SIGNATURES APPEAR ON FOLLOWING PAGES]**

**MIDDLETOWN VALLEY  
INVESTMENT PARTNERS, LLC,  
a Maryland limited liability company**

By:

\_\_\_\_\_  
TIMOTHY S. HOGAN, Manager

**STATE OF \_\_\_\_\_, COUNTY OF \_\_\_\_\_, TO WIT:**

I HEREBY CERTIFY that on this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_, before me, the subscriber, a Notary Public in and for the State and County aforesaid, personally appeared **Timothy S. Hogan**, Manager of Middletown Valley Investment Partners, LLC, and he did personally acknowledge the foregoing instrument to be the act and deed of Middletown Valley Investment Partners, LLC, a Maryland limited liability company, and he is duly authorized to make this acknowledgement on Middletown Valley Investment Partners, LLC's behalf.

AS WITNESS my hand and Notarial Seal.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission expires: \_\_\_\_\_

By:

\_\_\_\_\_  
JOHN DIXON, Manager

**STATE OF \_\_\_\_\_, COUNTY OF \_\_\_\_\_, TO WIT:**

I HEREBY CERTIFY that on this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_, before me, the subscriber, a Notary Public in and for the State and County aforesaid, personally appeared **John Dixon**, Manager of Middletown Valley Investment Partners, LLC, and he did personally acknowledge the foregoing instrument to be the act and deed of Middletown Valley Investment Partners, LLC, a Maryland limited liability company, and he is duly authorized to make this acknowledgement on Middletown Valley Investment Partners, LLC's behalf.

AS WITNESS my hand and Notarial Seal.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission expires: \_\_\_\_\_

WITNESS/ATTEST

~~THE TOWN~~**BURGESS AND COMMISSIONERS**  
**OF MIDDLETOWN,**  
a municipal corporation of the State of Maryland

\_\_\_\_\_  
Miller, Burgess

BY: Andrew J. Bowen, Town AdministratorJohn

**STATE OF MARYLAND, COUNTY OF FREDERICK, TO WIT:**

I HEREBY CERTIFY, that on this \_\_\_\_ day of \_\_\_\_\_, 2015 before me, the subscriber, a Notary Public in and for the State and County aforesaid, personally appeared ~~Andrew J. Bowen~~**John Miller**, as ~~Town Administrator~~**Burgess** of The ~~Town of~~**Burgess and Commissioners of** Middletown, a municipal corporation of the State of Maryland, known to me, or satisfactorily proven, to be the person whose name is subscribed to the within instrument, and acknowledged that he executed the same as the ~~Town Administrator~~**Burgess** of The ~~Town~~**Burgess and Commissioners** of Middletown for the purposes therein contained and that as Burgess he is authorized to do so.

WITNESS my hand and Notarial Seal.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission expires: \_\_\_\_\_

**CERTIFICATION OF PREPARATION**

THIS IS TO CERTIFY that the within instrument was prepared by or under the supervision of the undersigned, an attorney duly admitted to practice before the Court of Appeals of Maryland.

\_\_\_\_\_  
David A. Katz

## **EXHIBIT A**

### **Property Description**

All the property located in the Town of Middletown, Frederick County, Maryland, and described as follows:

All that lot or parcel of land identified as "Cross Stone Commons, 303,103 S.F. or 6.958 AC" as shown on an addition plat entitled "Addition Plat, Cross Stone Commons Remainder – Air View Acres, Section One and Remainder of Farm Lot 1, Roderick Farm" recorded among the Land Records of Frederick County, Maryland in Plat Book 94, page 164.

**EXHIBIT B**

**Revised Site Plan**

**EXHIBIT C [JCI]**

**Connection Fees Chart**

**Cross Stone Commons  
Water / Sewer Tap Fees**

Date: 1/12/2016

**Option # 1 (based on Meter Size per Middletown Criteria):**

Meter Size	EDU (per Town's Table)	Price per EDU	Tap Fee	Notes
6"	21	\$20,000	\$420,000	12-14-15 Town Counsel Agreed to allow this fee to be pro-rated and paid at the time of building permits for each building.

**Method of calculating Pro-Rata fees (Balance due split between remaining buildings):**

Total Tap Fee:	\$420,000
Previously paid:	\$90,000 (by CVS)
Remaining Balance:	\$330,000

  

Remaining Building	Size (SF)	Percentage of Total Size (SF)	Prorated Share of Tap Fee
No. 2	4,557	20%	\$65,145
No. 3	11,527	50%	\$164,786
No. 4	7,000	30%	\$100,069
Totals:	23,084	100%	\$330,000

**TOWN OF MIDDLETOWN  
GENERAL FUND  
BUDGET FY 2017**

<b>DESCRIPTION</b>	<b>AUDIT FY 2012</b>	<b>AUDIT FY2013</b>	<b>AUDIT FY2014</b>	<b>AUDIT FY2015</b>	<b>Budget FY 2016</b>	<b>Projected FY 2016</b>	<b>Preliminary Budget FY 2017</b>
<b>REVENUE</b>							
<b>LOCAL TAXES</b>							
Real Property	1,261,942	1,093,396	1,111,313	1,125,061	1,154,966	1,164,015	1,244,642
Tangible Personal Property	29,267	42,120	35,392	38,043	35,540	38,043	37,108
Public Utilities	8,037	9,426	10,664	11,609	10,356	10,356	12,841
Franchise (Cable)	38,623	43,219	45,419	46,222	48,062	48,063	49,940
Discounts	(15,068)	(12,961)	(13,585)	(13,458)	(15,011)	(15,155)	(16,182)
Penalties & Interest	10,328	8,570	1,652	8,540	9,607	9,699	10,357
<b>STATE SHARED TAXES</b>	<b>1,333,129</b>	<b>1,183,770</b>	<b>1,190,855</b>	<b>1,216,017</b>	<b>1,243,521</b>	<b>1,255,022</b>	<b>1,338,705</b>
Amusement Taxes	35,977	36,435	33,016	20,856	16,500	17,820	22,500
Highway User Taxes	59,110	38,352	132,049	137,530	154,758	154,758	162,421
<b>COUNTY SHARED TAXES</b>	<b>95,087</b>	<b>74,787</b>	<b>165,065</b>	<b>158,386</b>	<b>171,258</b>	<b>172,578</b>	<b>184,921</b>
Income Taxes	725,954	695,154	774,117	788,153	721,465	905,809	834,937
Tax Equity	296,884	561,699	584,765	581,111	555,964	555,964	566,687
<b>LICENSES, PERMITS &amp; FEES</b>	<b>1,022,838</b>	<b>1,256,853</b>	<b>1,358,882</b>	<b>1,369,264</b>	<b>1,277,429</b>	<b>1,461,773</b>	<b>1,401,624</b>
Filing/Permit Fees	5,745	4,130	7,688	6,501	6,500	6,500	6,500
Beer, Wine & Liquor	1,970	1,990	-	-	1,950	1,950	1,950
Traders	4,941	4,421	6,898	4,899	4,900	4,900	4,900
Planning & Zoning	3,211	18,107	31,995	34,881	13,106	13,283	13,691
<b>PARKS &amp; RECREATION</b>	<b>15,867</b>	<b>28,648</b>	<b>46,581</b>	<b>46,281</b>	<b>26,456</b>	<b>26,633</b>	<b>27,041</b>
Pavillion Fees	1,990	2,030	1,860	1,860	1,900	1,900	1,900
<b>POLICE PROTECTION</b>							
State Grant	15,126	15,126	24,236	24,066	24,928	24,928	26,187
<b>MISC INCOME</b>							
Other (Bank Grant, Animal, Citations)	1,232	62,088	2,016	21,909	2,500	2,500	2,500
LGIT Health Insurance Rebate		9,516	13,531				
FredCo Municipal Recycling Reimbursement			13,386		5,000	5,000	5,000
Community Events							
MISC	1,232	62,088	28,933	21,909	7,500	7,500	7,500
<b>OPERATING REVENUE</b>	<b>2,485,269</b>	<b>2,623,302</b>	<b>2,816,412</b>	<b>2,837,782</b>	<b>2,752,992</b>	<b>2,950,334</b>	<b>2,987,878</b>
<b>EXPENSES</b>							
<b>LEGISLATIVE</b>							
Commissioner's Fees	12,000	12,000	12,000	12,000	12,300	12,300	15,600
Communications	1,243	3,247	3,394	3,127	3,480	3,480	3,480
Dues & Subscriptions	7,238	7,312	7,420	7,525	7,370	7,370	7,400

**TOWN OF MIDDLETOWN  
GENERAL FUND  
BUDGET FY 2017**

<b>DESCRIPTION</b>	<b>AUDIT FY 2012</b>	<b>AUDIT FY2013</b>	<b>AUDIT FY2014</b>	<b>AUDIT FY2015</b>	<b>Budget FY 2016</b>	<b>Projected FY 2016</b>	<b>Preliminary Budget FY 2017</b>
Office Supplies/Expenses	3,631	7,925	2,731	3,343	3,600	3,600	3,600
Advertising	750	431	513	613	750	2,400	750
Meetings & Conventions	8,182	11,592	4,633	6,403	9,000	9,000	9,000
<b>EXECUTIVE</b>	<b>33,044</b>	<b>42,507</b>	<b>30,691</b>	<b>33,011</b>	<b>36,500</b>	<b>38,150</b>	<b>39,830</b>
<b>Burgess</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>	<b>6,667</b>	<b>6,667</b>	<b>10,200</b>
<b>ELECTION EXPENSES</b>							
Clerk Fees	430	-	350	-	450	450	-
Printing, Supplies, Advertising	235	-	59	-	250	250	-
	<b>665</b>	<b>-</b>	<b>409</b>	<b>-</b>	<b>700</b>	<b>700</b>	<b>-</b>
<b>GENERAL/ADMINISTRATIVE SERVICES</b>							
Capital Outlay	59,989		14,075		-	-	-
Administration Salary	163,182	189,913	199,118	216,763	227,019	214,965	247,131
Postage & Printing	66	128	74	36	200	200	200
Communications	6,907	7,641	7,824	6,774	10,471	6,790	6,977
Computer Expenses	21,934	16,250	26,983	24,355	22,600	25,378	28,400
Supplies & Expense	19,682	29,306	23,750	24,396	27,200	22,286	26,000
Maintenance & Repairs	41,773	60,320	42,395	32,801	52,680	52,680	13,400
Professional Services	3,600	6,600	6,809	4,845	3,600	5,470	4,600
Dues & Subscriptions	145	25	111	-	150	150	150
Meetings & Seminars	35	20	26	132	100	100	100
Water and Sewer Grant			100,000	203,219	<b>80,000</b>	<b>80,000</b>	<b>-</b>
	<b>317,313</b>	<b>310,203</b>	<b>421,165</b>	<b>513,321</b>	<b>424,020</b>	<b>408,018</b>	<b>326,958</b>
<b>OPERATIONS/MAINTENANCE</b>							
Maintenance - Capital Outlay	5,049	73,478					
Director Salary	81,435	83,789	86,659	91,351	93,227	97,355	97,355
Maintenance Salary	28,964	34,027	40,297	40,064	35,015	126,742	126,742
Communications	5,906	6,524	6,878	7,564	9,000	9,000	9,000
Supplies	12,958	11,300	6,540	10,426	13,000	20,846	17,000
Dues/Training/Certifications	563	431	1,509	449	1,500	1,500	1,500
Landscaping / Beautification							
Maintenance & Repairs	19,035	12,286	13,900	11,963	14,317	9,017	8,000
Mowing		10,640	10,646	12,047	12,133	11,780	12,133
Tools & Equipment	3,698	2,754	3,256	1,288	3,161	1,135	500
	<b>157,608</b>	<b>235,229</b>	<b>169,685</b>	<b>175,152</b>	<b>181,354</b>	<b>277,375</b>	<b>272,230</b>
<b>PROFESSIONAL SERVICES</b>							
Independent Accounting	12,000	12,250	13,000	28,100	12,500	12,500	16,000
Legal - Development & Ordinance	4,883	8,002	8,892	5,852	7,500	8,338	7,796
	<b>16,883</b>	<b>20,252</b>	<b>21,892</b>	<b>33,952</b>	<b>20,000</b>	<b>20,838</b>	<b>23,796</b>
<b>PLANNING &amp; ZONING</b>							
Salaries	35,429	36,045	39,200	41,194	41,146	41,146	44,072
Bd Members Compensation	7,650	7,800	7,800	7,800	7,800	7,800	7,800
Zoning Expenses	1,486	9,887	2,593	3,114	3,109	2,127	3,207

**TOWN OF MIDDLETOWN  
GENERAL FUND  
BUDGET FY 2017**

<b>DESCRIPTION</b>	<b>AUDIT FY 2012</b>	<b>AUDIT FY2013</b>	<b>AUDIT FY2014</b>	<b>AUDIT FY2015</b>	<b>Budget FY 2016</b>	<b>Projected FY 2016</b>	<b>Preliminary Budget FY 2017</b>
<b>MAIN STREETS MANAGER</b>	<b>44,565</b>	<b>53,732</b>	<b>49,593</b>	<b>52,108</b>	<b>52,055</b>	<b>51,073</b>	<b>55,079</b>
Mainstreet - Capital Outlay							
Salary	20,980	29,594	41,190	43,720	43,522	43,522	43,680
Town Contribution	9,812	8,977	9,523	10,366	10,000	10,000	10,000
Wayfinding Signs Grant Contribution					8,000	8,000	-
	<b>30,792</b>		<b>50,713</b>	<b>54,086</b>	<b>61,522</b>	<b>61,522</b>	<b>53,680</b>
<b>PUBLIC SAFETY</b>							
Fire Department Donation	15,000	15,000	15,000	20,000	20,000	20,000	20,000
School Crossing Guards	14,113	13,844	13,747	14,812	17,408	15,404	15,758
Deputy Contract Services	337,107	336,962	316,375	333,374	365,101	365,101	401,611
	<b>366,220</b>	<b>365,806</b>	<b>345,122</b>	<b>368,186</b>	<b>402,509</b>	<b>400,505</b>	<b>437,369</b>
<b>SANITATION &amp; WASTE REMOVAL</b>							
Trash Collection & Disposal							
Recycling Pickup Station		6,477	7,201	7,459	5,000	5,000	5,000
Regular Pick-up	136,880	144,023	132,025	130,862	132,026	132,026	133,126
Landfill - Tipping Fees	87,747	89,717	79,575	82,595	91,350	91,350	84,830
Yard Waste (April - Dec)	29,746	29,789	30,024	30,024	30,024	30,024	30,672
Eco-Bags	17,635	27,203	18,011	19,566	18,501	20,260	20,260
	<b>272,008</b>	<b>297,208</b>	<b>266,836</b>	<b>270,507</b>	<b>276,901</b>	<b>278,660</b>	<b>273,888</b>
<b>RECREATION &amp; CULTURE</b>							
Park Capital Outlay	320,299	24,685	234,263				
Park Interest	44,638	25,402	20,968	17,847	14,632	14,632	11,320
Park Loan Payments	88,215	98,923	102,582	105,702	108,917	108,917	112,230
Park Salary	40,088	31,210	49,802	42,320	46,911	34,807	34,807
Park Electric	1,790	1,743	1,807	2,289	1,800	2,115	2,358
Park Supplies/Equipment	7,035	4,571	3,832	15,574	5,000	3,451	1,500
Park Mowing Contract	19,715	28,620	22,113	23,964	26,215	25,451	26,215
Park Repairs & Maintenance	12,607	7,430	28,316	24,439	39,100	39,100	24,950
	<b>534,387</b>	<b>222,584</b>	<b>463,683</b>	<b>232,135</b>	<b>242,575</b>	<b>228,473</b>	<b>213,378</b>
<b>HIGHWAYS &amp; STREETS</b>							
Streets Capital Outlay	158,610	261,530	398,137				
Vehicle/Equipment Capital Outlay							
Salaries - Regular	66,957	75,592	90,310	76,647	93,356	79,713	48,841
Street Lighting	154,811	151,802	160,240	160,973	165,600	157,200	161,916
Storm Water Management	2,335	678	7,688	1,673	4,670	1,221	7,800
Snow Removal	12,307	36,192	80,759	100,830	70,000	70,000	75,000
Mowing (SWM & Streets)	25,373	28,240	27,648	29,696	32,696	31,744	32,696
Repairs & Resurfacing	90,916	76,270	34,504	166,470	53,800	53,800	67,195
Signs	3,042	3,112	5,367	3,904	3,500	3,500	6,200
Truck Repair & Maintenance	21,210	32,801	40,460	35,615	50,700	50,700	48,600
Equipment Repairs & Maintenance	5,813	3,837	2,281	3,135	10,000	10,000	10,000
Street Loan - Principal	10,000	10,500	11,000	11,500	12,000	61,640	78,460
Street Loan - Interest	8,987	8,953	9,016	7,418	6,941	48,721	60,927

**TOWN OF MIDDLETOWN  
GENERAL FUND  
BUDGET FY 2017**

<b>DESCRIPTION</b>	<b>AUDIT FY 2012</b>	<b>AUDIT FY2013</b>	<b>AUDIT FY2014</b>	<b>AUDIT FY2015</b>	<b>Budget FY 2016</b>	<b>Projected FY 2016</b>	<b>Preliminary Budget FY 2017</b>
Case Loader -Principal & Interest	21,805	-	14,555	28,352	15,158	15,158	15,159
<b>MISCELLANEOUS</b>	<b>582,166</b>	<b>689,507</b>	<b>881,965</b>	<b>626,213</b>	<b>518,421</b>	<b>583,397</b>	<b>612,794</b>
MT Historical Society	10,000	-	5,000	5,000	5,000	5,000	5,000
Donations	600	-	-	-	100	100	100
Mileage - Travel	3,574	1,997	2,698	3,436	2,783	2,330	4,578
Web Page / Directory / Public Information	3,373	4,118	4,445	3,625	5,000	10,782	1,400
Community Events	45,488	51,752	36,268	37,855	<b>19,750</b>	<b>19,750</b>	30,250
Payroll Taxes	36,658	38,007	41,414	42,269	54,257	56,578	56,578
Insurance		12,150					
Property	7,556	10,902	12,559	12,986	12,618	12,618	13,376
Health	91,035	97,092	98,119	96,741	107,234	107,234	111,243
Worker's Compensation	12,197	16,042	14,784	15,487	11,605	11,574	11,921
Professional	1,248	-	-	946	1,248	1,248	688
Pension	53,067	43,167	49,131	56,298	65,725	65,725	75,062
Real Estate Taxes	712	753	2,356	712	1,242	1,242	1,242
Miscellaneous	4,475	50,197	10,116	1,231	3,500	3,500	3,500
	<b>269,983</b>	<b>326,177</b>	<b>316,890</b>	<b>276,586</b>	<b>290,061</b>	<b>297,680</b>	<b>314,936</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>2,077,687</b>	<b>2,209,513</b>	<b>2,373,169</b>	<b>2,636,256</b>	<b>2,508,284</b>	<b>2,653,059</b>	<b>2,634,140</b>
<b>TOTAL OPERATING SURPLUS</b>	<b>407,582</b>	<b>413,789</b>	<b>443,243</b>	<b>201,526</b>	<b>244,707</b>	<b>297,275</b>	<b>353,739</b>

**PROPOSED CHANGES**

**BURGESS AND COMMISSIONERS OF MIDDLETOWN**

**GENERAL CAPITAL IMPROVEMENT BUDGET**

**FY 2017 - FY 2021**

**INCOME**

	FY '17	FY '18	FY '19	FY '20	FY '21
CASH RESERVES	\$936,787	\$386,451	\$271,432	\$94,075	\$32,707
INTEREST INCOME	\$2,342	\$966	\$679	\$235	\$82
OPERATING INCOME From Previous Years	\$297,275	\$353,739	\$300,000	\$350,000	\$400,000
<b>IMPROVEMENT FEE</b>	<b>\$40,500</b>	<b>\$261,000</b>	<b>\$207,000</b>	<b>\$36,000</b>	
PROGRAM OPEN SPACE and Community Parks & Playground	\$32,000	\$40,500	\$6,021		
Grant for 250th Celebration	\$2,320,500				
Loan - West Green Street		\$16,000			
OTHER					

**SUB-TOTAL**

	\$3,629,404	\$1,058,656	\$785,132	\$480,310	\$432,789
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**PROJECTS**

**Highways & Streets**

<b>1.00</b>	<b>WEST GREEN STREET IMPROVEMENTS</b>				
	SHA Streetscape Lighting	\$175,000		\$120,229	\$120,542
<b>1.83</b>	Boileau Court - Mill & Overlay	\$40,000	\$500,000		\$220,000
<b>2.17</b>	Broad St. - Franklin Street (Inlets and Road Reconstruction)				
<b>2.33</b>	Broad St. - Main to Locust Alley (Road Reconstruction)		\$300,000		\$300,000
<b>2.50</b>	Elm Street Parking Lot Upgrades - Reconfiguration and Paving				\$35,000
<b>2.50</b>	Linden Blvd. (Broad Street to Pine Street)	\$415,000			
	Locust Blvd & Court (Road Reconstruction)				
	Lombardy Court - Selective Patching, Mill & Overlay				
	Manda Court - Mill & Overlay			\$78,000	
	Manda Drive - Mill & Overlay			\$68,000	
	Prospect St. (Road Reconstruction)			\$125,000	
	Washington Street Retaining Wall			\$35,000	
	Young Branch Drive - Mill & Overlay	\$5,000	\$25,000		\$500,000
	Pedestrian Bridge Rehabilitation				\$95,000
	Pedestrian Safety Improvements - Franklin Street (Prospect to Primary School)	\$85,000	\$15,000	\$15,000	
	SWM Fence Replacements	\$34,997	\$12,000		

**Recreation & Culture**

	Remsburg Park - Walking Trail and Bridge over Cone Branch Creek (80% Grant; POS 10% Town \$4;	\$45,000			
	Middletown Park - Skatespot (75% Grant POS; 25% Skateboard Group - Town Share \$0)	\$74,000	\$8,028		
	Memorial Park - Playground Replacement & Rehab	\$58,000	\$45,000		
	250th Celebration Event				

**General Services Administration & Operations**

	Municipal Center - HVAC Replacement	\$8,000	\$80,000		
	Municipal Center - Kitchen Cabinets & Countertop Replacement	\$30,000			
	Municipal Center - Boiler Replacement to Natural Gas	\$4,300	\$30,000		
	Phone System Upgrade				
	Edco Scanner Pavement Marker Remover		\$150,000		
	Dump Truck Replacement		\$25,000		
	Inspection Vehicle Replacement	\$15,200			
	Backhoe Replacement Lease (4 years)	\$5,400			
	Computer Replacements (3 Computers/Year)	\$3,242,953	\$5,800	\$6,000	\$6,200
		\$787,224	\$691,057	\$447,603	\$961,742

**SUB-TOTAL**

		\$386,451	\$271,432	\$94,075	\$32,707
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**SURPLUS(DEFICIT)**

					-\$528,953
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**TOWN OF MIDDLETOWN**  
**Water Sewer Operating Budget**  
**FY 2017**

	AUDIT FY 2013	AUDIT FY 2014	AUDIT FY 2015	Budget FY 2016	Projected FY16	Preliminary Budget FY 2017
<b>Operating Revenue</b>						
Water Revenue	544,682	557,321	557,826	594,558	577,350	577,350
Sewer Revenue	541,468	554,722	557,502	596,089	577,015	577,015
Penalties and Reconnects	15,608	18,876	21,311	15,038	15,038	21,950
General Fund Grant	-	-	102,740	80,000	80,000	
Rain Barrels			1,000	1,575	1,575	1,000
LGIT Rebate/MISC	-	-	-	-	-	-
<b>Total Revenue</b>	<b>1,101,758</b>	<b>1,130,919</b>	<b>1,240,379</b>	<b>1,287,260</b>	<b>1,250,978</b>	<b>1,177,315</b>
<b>Expenses</b>						
<b>Administrative</b>						
Salaries	44,202	38,059	43,379	50,907	50,907	45,134
Communications	7,107	7,761	11,178	7,500	10,457	11,513
Postage	7,426	9,098	10,304	9,280	9,280	9,558
Office Supplies/Expenses	8,381	14,470	13,668	12,000	11,512	12,600
Professional Services/Legal	-	10,578	16,447	2,000	2,000	2,000
Meetings & Seminars	331	895	392	500	500	500
Advertising	-	863	994	500	500	500
Uniforms	2,992	2,726	3,719	998	3,811	3,925
Dues/Subscriptions/Certifications	415	987	3,342	500	500	500
2010 CDA Water Tank Loan	72,008		32,498	32,979	32,979	32,908
Travel/Mileage	203	175	-	200	200	200
Payroll Taxes	19,971	19,081	21,477	24,559	24,958	23,600
Insurance						
Property	7,603	7,643	7,949	8,500	8,500	8,500
Health	46,367	37,781	36,608	53,824	(1,228)	52,831
Worker's Compensation	11,142	8,168	7,858	8,214	8,214	8,718
Retirement/Pension	17,250	18,954	19,685	23,678	22,737	28,448
Real Estate Taxes	292	292	(22)	292	292	292
Conservation Environment	105	3,276	5,755	2,500	2,500	2,000
Vehicle/Equipment Expenses	12,749	15,680	11,138	21,000	10,700	25,600
<b>Total Administrative</b>	<b>258,544</b>	<b>196,487</b>	<b>246,369</b>	<b>259,931</b>	<b>199,319</b>	<b>269,328</b>
<b>Water</b>						
Salaries	109,602	113,066	131,501	133,411	133,411	139,545

**TOWN OF MIDDLETOWN**  
**Water Sewer Operating Budget**  
**FY 2017**

	AUDIT FY 2013	AUDIT FY 2014	AUDIT FY 2015	Budget FY 2016	Projected FY16	Preliminary Budget FY 2017
<b>Water Distribution</b>						
Supplies	2,894	3,764	3,468	3,200	8,902	3,572
Repairs & Maintenance	41,907	67,276	48,553	70,950	70,950	52,450
Water Meters	-	-	-	65,250	65,250	-
Waterline Break Repairs	246	72	3,452	5,000	5,000	5,000
Chemicals	353	185	-	500	500	500
Tools & Equipment	6,407	9,468	933	4,330	1,599	3,874
<b>Subtotal</b>	<b>51,807</b>	<b>80,765</b>	<b>56,406</b>	<b>149,230</b>	<b>152,202</b>	<b>65,396</b>
<b>Water Plant, Reservoir, Booster, Tower, BS Wellhouse</b>						
Electric	27,509	26,703	24,588	26,900	24,588	20,150
Supplies	1,666	787	3,568	2,000	2,000	2,000
Repairs & Maintenance	32,259	32,305	17,211	27,350	27,350	31,700
Chemicals	24,176	20,454	21,672	18,226	23,012	23,943
Tools & Equipment	4,375	2,007	1,590	2,400	2,400	2,400
Testing & Analysis	7,857	10,488	11,661	12,988	12,988	12,988
<b>SUB-TOTAL</b>	<b>97,842</b>	<b>92,744</b>	<b>80,290</b>	<b>89,864</b>	<b>92,338</b>	<b>93,181</b>
Abandoned Well Costs				-	-	-
<b>TOTAL WATER</b>	<b>259,251</b>	<b>286,575</b>	<b>268,197</b>	<b>372,505</b>	<b>378,640</b>	<b>298,122</b>
<b>Sewer</b>						
Salaries	<b>113,488</b>	<b>107,724</b>	<b>120,064</b>	<b>124,358</b>	<b>124,358</b>	<b>121,920</b>
<b>Sewer Collection System</b>						
Conebranch Pump Station	11,503	27,036	19,518	20,000	19,518	18,500
Brookridge South Pump Station	13,703	9,854	11,153	10,000	9,452	9,735
Foxfield Pump Station	6,165	6,968	6,348	6,500	6,500	6,500
Sanitary Sewer Lines/Manholes	22,850	17,316	17,484	23,952	23,952	25,000
I & I Accrual	75,000	75,000	75,000	75,000	75,000	75,000
<b>Subtotal</b>	<b>129,221</b>	<b>136,174</b>	<b>129,503</b>	<b>135,452</b>	<b>134,422</b>	<b>134,735</b>
<b>East WWTP</b>						
Electric	35,844	38,450	40,211	33,279	34,077	29,647

**TOWN OF MIDDLETOWN**  
**Water Sewer Operating Budget**  
**FY 2017**

	AUDIT FY 2013	AUDIT FY 2014	AUDIT FY 2015	Budget FY 2016	Projected FY16	Preliminary Budget FY 2017
Parts & Supplies	3,749	8,162	6,325	5,469	5,028	5,802
Repairs & Maintenance	32,355	11,960	23,354	35,357	35,357	35,800
Chemicals	40,867	32,727	28,329	40,844	40,844	40,844
Mowing		-	-	-	-	-
Tools & Equipment	7,721	2,849	8,091	8,400	1,957	5,573
Testing & Analysis	20,812	22,982	25,170	34,187	34,187	34,187
Sludge Hauling Expense	66,093	45,596	61,642	57,000	57,000	60,000
<b>Subtotal</b>	<b>207,441</b>	<b>162,726</b>	<b>193,122</b>	<b>214,535</b>	<b>208,449</b>	<b>211,853</b>
<b>West WWTP</b>						
Electric	19,020	18,989	20,410	17,934	26,533	23,084
Supplies	1,987	4,474	2,121	2,500	2,500	2,500
Repairs & Maintenance	3,196	7,102	20,740	11,750	11,750	6,050
Chemicals	50,684	53,057	54,073	61,258	61,258	61,258
Mowing		-	-	-	-	-
Tools & Equipment	7,407	1,400	756	1,000	1,000	1,000
Testing & Analysis	8,303	8,808	9,106	10,459	10,459	10,459
Sludge Hauling Expense	22,959	17,663	17,250	22,650	22,650	22,650
<b>SUB-TOTAL</b>	<b>113,556</b>	<b>111,493</b>	<b>124,456</b>	<b>127,552</b>	<b>136,151</b>	<b>127,001</b>
<b>TOTAL SEWER</b>	<b>563,706</b>	<b>518,117</b>	<b>567,145</b>	<b>601,897</b>	<b>603,380</b>	<b>595,509</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>1,081,501</b>	<b>1,001,179</b>	<b>1,081,711</b>	<b>1,234,334</b>	<b>1,181,339</b>	<b>1,162,959</b>
Contingency Fund				43,202	41,347	40,704
Adjusted Operating Expense				1,277,535	1,222,686	1,203,663
<b>OPERATING INCOME (LOSS)</b>	<b>20,257</b>	<b>129,740</b>	<b>158,668</b>	<b>9,724</b>	<b>28,292</b>	<b>(26,347)</b>

Town of Middletown  
Water Sewer Fund  
Capital Improvement Program



**PROPOSED CHANGES**

**Burgess and Commissioners of Middletown  
Water & Sewer Capital Improvement Program  
FY 2017 - FY 2021**

<b>INCOME</b>	<b>FY '17</b>	<b>FY '18</b>	<b>FY '19</b>	<b>FY '20</b>	<b>FY '21</b>
CASH Reserves	\$243,516	\$14,375	\$54,229	\$292,080	\$194,168
DEBT SERVICE FEE - NEW HOMES	\$139,000	\$141,400	\$148,500	\$157,200	\$164,100
CAPITAL IMPROVEMENT FEE	\$149,298	\$159,132	\$168,966	\$178,800	\$178,800
Inflow & Infiltration - Reserve Account	\$75,000	\$420,000			
Land Leases	\$192,028	\$199,709	\$207,697	\$216,005	\$224,646
Tap Fees (See Growth Projections)	\$710,000	\$609,000	\$483,000	\$84,000	\$20,000
Main Street Waterline Loan	\$2,895,000	\$965,000			
Reservoir Cover Loan		\$819,500			
<b>Total Revenue</b>	<b>\$4,403,842</b>	<b>\$3,328,116</b>	<b>\$1,062,392</b>	<b>\$928,085</b>	<b>\$781,713</b>
<b>Debt Service</b>					
WATER STORAGE TANK LOAN	\$111,820				
EAST WWTP LOAN	\$241,265	\$241,265	\$241,265	\$239,265	
MAIN STREET WATERLINE LOAN	\$252,462	\$250,184	\$250,294	\$250,899	\$252,399
RESERVOIR LOAN	\$56,670	\$56,578	\$56,754	\$56,754	\$56,725
<b>DEVELOPMENT PROJECTS</b>					
Brookridge WTP (Loan Payments)	\$200,000	\$201,361			
Outstanding Balance - \$401,361.82					
<b>Total Debt Service</b>	<b>\$862,217</b>	<b>\$749,388</b>	<b>\$548,313</b>	<b>\$546,918</b>	<b>\$309,124</b>
<b>Net Income</b>	<b>\$3,541,625</b>	<b>\$2,578,729</b>	<b>\$514,080</b>	<b>\$381,168</b>	<b>\$472,589</b>
<b>Projects</b>					
<b>SYSTEM UPGRADE PROJECTS</b>					
<b>WATER SYSTEM</b>					
Main Street Waterline Program	\$2,895,000	\$965,000			
Reservoir - Dual Feed Cover/Liner Replacement/Road Rebuild		\$819,500			
Fluoride Systems - Well #15/#16 & Brookridge WTP	\$60,000				
Stream Erosion - Well Field Restoration	\$125,000				
Scada Control System	\$76,000	\$50,000	\$25,000		
Booster Station - Replace Starters with VFD's		\$125,000			
Booster Station - Pump Bypass Connections	\$25,000				
Booster Station - Process Piping Replacement			\$40,000		
Booster Station - Roof Replacement/Building Painting		\$5,000			
Fire Hydrant Install - Elm & Washington Street	\$8,000				
Water Meter Replacements	\$65,250	\$60,000	\$57,000	\$57,000	\$55,000
Springline Replacement - US 40 to Reservoir (Expected 2025)			\$100,000	\$100,000	\$100,000
<b>WASTEWATER SYSTEM</b>					
West WWTP - Curtain Replacement	\$60,000				
West WWTP - New Chemical Storage Structure	\$15,000				
West WWTP - Influent Meter Replacement		\$15,000			
West WWTP - Roof Replacement				\$30,000	
East WWTP - Bar Screen Refurbishment	\$40,000				
East WWTP - Influent Flume & Ultrasonic Meter	\$16,000				
East WWTP - Sludge Mag Meter		\$15,000			
Factor Trailer & Excavator		\$50,000			
Inflow & Infiltration	\$75,000	\$420,000			
Brookridge PS Vault Magmeter & Cabinet	\$11,000				
Brookridge PS - 3 Phase VFD and New Pump Installation	\$25,000				
Cone Branch PS - New Pumps	\$31,000				
<b>Total Projects</b>	<b>\$3,527,250</b>	<b>\$2,524,500</b>	<b>\$222,000</b>	<b>\$187,000</b>	<b>\$155,000</b>
<b>Surplus / Deficit</b>	<b>\$14,375</b>	<b>\$54,229</b>	<b>\$292,080</b>	<b>\$194,168</b>	<b>\$317,589</b>



RECEIVED

APR 02 2016

TOWNSHIP OF MIDDLETOWN

April 23<sup>rd</sup>, 2016

Town of Middletown  
31 West Main Street  
Middletown, Maryland 21769

- BURGESS
- ADMINISTRATION
- PUBLIC WORKS
- PLANNING & ZONING
- WATER & SEWER

RE: Permit for live music on the patio at Richland Golf Club

Dear Town Administrators:

We are requesting a permit for outdoor music. The hours will be from 7pm to 10pm. We are aware of the rules set for the decibel levels. Richland Golf Club has a decibel reader and will adhere to the conditions of the 65 decibel stipulations. Also, the performing vendors are advised in advance of these such conditions. We would like to begin booking our outdoor entertainment for Friday May 27<sup>th</sup>, 2016. *through Friday September 30, 2016*

The owners and Management want to provide every effort in showing a willingness to work with the neighborhood and Middletown Valley with this request.

Sincerely,

Marina Martinez

301-371-0400 ext. 112

## **Community Service Time**

Community service time is one of the ways the Town of Middletown supports your volunteer involvement in our community.

**Community service time is time away with pay, separate from sick leave or annual leave (paid time off).** If you are a full-time employee and regularly scheduled to work 30 hours or more per week, you may be eligible for up to eight (8) hours of community service activities during the time when you would otherwise be scheduled to work. For example if you are scheduled to work from 9:00 a.m. to 5:00 p.m. and you would like to volunteer for a local organization between 1:00 p.m. and 5:00 p.m., you may use community service time (CST).

Team members with less than six months of employment are eligible for a prorated amount and may take up to four (4) hours, with Town Administrator approval. If community service time is not used, it cannot be carried over to the following year and it is not payable as leave or upon termination of employment.

Exempt employees are required to use community service time in either full-day or half-day increments. Nonexempt employees may record community service time in full-day, half-day, or hourly increments. Except for the restrictions referenced below, you determine how you use your community service time, as long as you are using your skills and abilities to benefit an organization or community.

With the Town Administrator's approval, you may use PTO for time away to volunteer for any ineligible activities.

To avoid significant business interruptions, the Town Administrator must approve the request for time away 2 weeks **in advance**. Contact the Town Administrator for additional eligible and ineligible activities. An event in the Town that constitutes an emergency (i.e. water line break) would cancel the use of service time.

**In order to qualify for community service time, a team member should be volunteering for a community or nonprofit organization that is designated as 501 (c)(3) or 501 (c)(6) by the Internal Revenue Service (IRS), for a school, or for a city, county, state, or federal board, council, or election department.**

### **Examples of ELIGIBLE activities include but are not limited to:**

- Volunteering at a local school (chaperoning, working at a book fair, reading, whether your child attends the school or not).
- Serving on advisory boards, councils, or boards of directors of nonprofit organizations.
- Donating blood.
- Serving as an election official for a general election.

**Examples of activities NOT ELIGIBLE for community service time include but are not limited to:**

- Partisan political activities such as campaigning on behalf of a candidate or political party.
  - Religious activities not involving community service.
  - Parental activities such as parent-teacher conferences or attending school concerts or sporting events.
  - Court-mandated community service.
-